

Issued November 2008

Juvenile Accountability Block Grant (JABG) Program

Gang Intervention Grant Application



Overview of Grant Award and Application Requirements

The Juvenile Accountability Block Grants (JABG) Program, administered at the federal level by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), supports state and local efforts to reduce juvenile crime through programs that focus on offender accountability (Public Law 107-273).

Grant Period: The grant period will cover January 2, 2009 through June 30, 2009. Please notice that this is only a six (6) month grant period. DUE TO THE SHORT TIME PERIOD AVAILABLE, NO EXTENSIONS WILL BE APPROVED.

Due Date: This application is due to the Corrections Standards Authority (CSA) via e-mail by **DECEMBER 3, 2008 BY 5:00 p.m.** No applications will be accepted after this date and time.

Eligible Applicants: Only units of local and/or tribal governments and are eligible to apply. However, community partnerships among governmental agencies (i.e. probation, law enforcement, mental health, etc.) and community based organizations are highly encouraged. If partnerships are proposed, a letter of intent to participate from each partner must accompany the application listing the services that they will provide.

Local Match: Applicants must assure that they will contribute a cash match of 10% of the total project costs. Matching funds may be either state or local dollars. Federal funds are not an allowable match source.

Eligible Expenditures: Grantees must expend JABG funds for projects that have a clear nexus to gang intervention or have strategies targeting gang activity or involvement by youth under eighteen (18) years of age. These funds are meant for prevention activities and must be used to support youth who are in the juvenile justice system already and must include one or more of the program purpose areas. (See Section II C.) ***All expenditures must be encumbered, and activities must occur prior to June 30, 2009. All funds must be liquidated by September 29, 2009.***

Disbursement of Grant Funds: Disbursement of grant funds occurs on a reimbursement basis for actual project costs incurred during a reporting period. Grantees must submit invoices on line to the CSA on the 30th of each month. Grantees must maintain adequate supporting documentation for all costs, both grant and match, claimed on invoices.

Local Advisory Board: Under federal law, a local advisory board must review how JABG funds will be expended. The board must include, if appropriate, representatives from the police, sheriff and probation departments, district attorney's office, juvenile court, education, social services, a nonprofit and nongovernmental victim advocacy organization, and a nonprofit religious or community group. Grantees may use an existing advisory board with similar membership (e.g., Juvenile Justice Coordinating Council) to meet this requirement. (See Section IV.)

Resolution: Applicants must submit a resolution from their governing board (City Council, Board of Supervisors, or Tribal Government) addressing specific requirements at the ***time of application***. **See the attached Resolution language specific to this application.**

Progress Reports: Grantees must submit a progress report on the March 30, 2009 and a final progress report on August 15, 2009, including the mandatory federal data, utilizing the JABG Progress Report form provided on the CSA website www.cdcr.ca.gov/Divisions_Boards/CSA/.

Audit: Grantees must submit an audit of expenditures within 120 days of the end of the grant period. Reasonable and necessary extensions to the timeframe may be granted if requested. Grantees may choose to submit either a program specific audit or a federal single audit. (See Section VI.)

Key Dates:

December 3, 2008	Applications due to CSA
December 4 & 5, 2008*	CSA Technical Review of applications
December 10, 2009	State Advisory Committee on Juvenile Justice and Delinquency Prevention review and selection of applicants
January 2, 2009*	Project Begins
January 2009 to June 2009	Monthly invoices
March 30, 2009	Progress Report due to CSA
June 30, 2009	Project Ends
August 15, 2009	Final Progress Report and Final Invoice Due to CSA
September 28, 2009	All funds must be liquidated
October 31, 2009	Final audit report due (unless extension granted)

****Dates are tentative***

Contact and Program Information: Questions regarding this application process may be directed to Connie Lucero, Corrections Consultant for CSA, (916) 341-7392. Further information about the JABG Program, including fiscal and progress reporting forms and the Grant Contract Administration and Audit Guide, is also available on the CSA's web site at [www.cdcr.ca.gov/Divisions_Boards/CSA/ CPP/Grants/JABG/Index.html](http://www.cdcr.ca.gov/Divisions_Boards/CSA/_CPP/Grants/JABG/Index.html).



DEPARTMENT OF CORRECTIONS AND REHABILITATION
CORRECTIONS STANDARDS AUTHORITY

**Juvenile Accountability Block Grants Program
Gang Intervention Application**

SECTION I: APPLICANT INFORMATION

A. APPLICANT AND CONTACT INFORMATION

APPLICANT NAME	TELEPHONE NUMBER	FEDERAL EMPLOYER IDENTIFICATION NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE

B. PROJECT TITLE

C. PROGRAM PURPOSE AREA

D. AMOUNT OF FUNDS REQUESTED

		\$
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E. IMPLEMENTING AGENCY

AGENCY NAME			
NAME, TITLE OF PROJECT DIRECTOR		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

F. DESIGNATED FINANCIAL OFFICER

NAME, TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

G. DAY-TO-DAY PROJECT CONTACT PERSON

NAME AND TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

H. APPLICANT'S AGREEMENT

By submitting this application, the applicant assures that it will abide by the laws, policies and procedures governing this funding.

NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)		TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE		DATE	

SECTION II: PROJECT INFORMATION

A. EXECUTIVE SUMMARY

1. Provide a one page project summary define the project, its goals and, major activities/services that will be accomplished during the **six (6) month project period**.

B. PROJECT DESCRIPTION: **No More than three (3) pages.**

Part I: In the space below #3, provide the following project information:

1. Describe the activities to be supported with JABG funds.
2. Define the juvenile justice population(s) to be served by the project, including the estimated number of youth.
3. Describe any on-going current activities that allow your capacity to enhance an existing project.
4. Describe how the project will expend all funds by June 30, 2008 without supplanting.



C. PROGRAM PURPOSE AREA(S):

Funded JABG projects **must** fall within one or more federally recognized purpose areas established for JABG. Appendix B includes a detailed listing of the 17 program purpose areas from which each applicant must choose. Each separate purpose area identified in this section will require specific data reporting on quarterly progress reports to the CSA. In the space below, please indicate the selected program purpose area(s) by number and topic, and the federal dollar amount allotted to each. (*Example: #5 Prosecution of gang and violent offenders - \$47,189*) **For the purposes of this application, applicants must choose a program purpose area that supports gang intervention activities and/or strategies.**



D. FEDERAL PERFORMANCE MEASURES:

Grantees must report data to the CSA on mandatory performance measures developed by the OJJDP. Once a purpose area(s) has been selected in Section II-C above, click below on the corresponding selection(s) and follow the directions for choosing the data to be reported. Data choices will appear in either one or both of these categories – direct service programs or system change programs. Grantees must first determine which categories best describes their project, as this will determine the data to be collected. Please note the Reporting Format column that prescribes the precise data to be collected. **Applicants must submit the completed Federal Performance Measure form(s) as part of this application process.**

Juvenile Accountability Block Grant (JABG)

Performance Measures:

- Program Area 1: Graduated Sanctions [PDF](#)
- Program Area 2: Corrections/Detention Facilities [PDF](#)
- Program Area 3: Court Staffing and Pretrial Services [PDF](#)
- Program Area 4: Prosecutors (Staffing) [PDF](#)
- Program Area 5: Prosecutors (Funding) [PDF](#)
- Program Area 6: Training for Law Enforcement and Court Personnel [PDF](#)
- Program Area 7: Juvenile Gun Courts [PDF](#)
- Program Area 8: Juvenile Drug Courts [PDF](#)
- Program Area 9: Juvenile Records System [PDF](#)
- Program Area 10: Information Sharing [PDF](#)
- Program Area 11: Accountability [PDF](#)
- Program Area 12: Risk and Needs Assessment [PDF](#)
- Program Area 13: School Safety [PDF](#)
- Program Area 14: Restorative Justice [PDF](#)
- Program Area 15: Juvenile Courts and Probation [PDF](#)

SECTION III: BUDGET INFORMATION

- A. BUDGET LINE ITEM TOTALS:** Please complete the applicable fields in the following table for the proposed budget. Administrative overhead may not exceed 5% of the total grant funds requested. The required cash match for all other projects is 10% of the total project costs.

Budget Line Items	Grant Funds	Cash Match	Total
Salaries and Benefits			
Services and Supplies			\$ -
Professional Services			\$ -
CBO Contracts			\$ -
Administrative Overhead			\$ -
Fixed Assets/Equipment			\$ -
Other			\$ -
Total	\$ -	\$ -	\$ -

NOTE: The budget table is an Excel document. Double click on the document; fill in the numbers for auto calculation, then save.

- B. BUDGET LINE ITEM DETAILS:** Provide sufficient detail/breakdown to explain how the requested funds outlined in the table above will be expended in each applicable line item. Identify match items, their respective dollar amounts, and source of the match funds.

1. **SALARIES AND BENEFITS:** Number of staff, classification, salary and benefits.

2. **SERVICES AND SUPPLIES:** Includes leases, rent, utilities, travel and training.

3. **PROFESSIONAL SERVICES:** Includes evaluator, consultant services, therapists, and other professionals as required.

4. **COMMUNITY-BASED ORGANIZATIONS:** Name of organization and services to be provided.

5. **ADMINISTRATIVE OVERHEAD:** Indicate percentage and how calculated. This total may not exceed 5% of the grant funds.

6. **FIXED ASSETS/EQUIPMENT:** Office equipment, vehicles, other equipment necessary to perform program activities.

7. **OTHER:** Any other items not covered above but necessary to meet program goals.

SECTION IV: LOCAL ADVISORY BOARD

In meeting the federal requirement, indicate in the spaces below the membership of the locally designated advisory board charged with reviewing the plan for expending JABG funds.

<u>Name</u>	<u>Title</u>	<u>Agency</u>

SECTION V: GOVERNING BOARD RESOLUTION

As part of the grant application process, applicants must submit a resolution from the City Council/Board of Supervisors or Tribal Government addressing the specified issues. **Please see Attachment C for a Sample Resolution.** The resolution is required to be executed at the time the application is submitted. CSA will accept a faxed or scanned copy to accompany the e-mail application. The original resolution must be provided to the CSA prior to a grant award agreement being signed. Resolutions may be directed by mail to the JABG Coordinator, Connie Lucero at Corrections Standards Authority, 600 Bercut Drive, Sacramento 95811.

SECTION VI: AUDIT IDENTIFICATION

Grant recipients must submit an audit of expenditures within 120 days following the end of the grant period. Grantees may choose either a program specific audit or a single federal audit. Federal guidelines allow grant recipients receiving \$500,000 or more in federal funds (from all sources including pass-through sub-awards) in a fiscal year to use their federal juvenile justice grant funds to pay for the cost of the audit. Grantees falling below the \$500,000 threshold must use non-federal funds (i.e., match funds) to pay for audit costs. For purposes of this application, please check one of the boxes below to indicate the grantee's choice for meeting the audit requirement.

☐ In conformance with Federal OMB Circular #A-133, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the identified grant will be included in the City/County **Single Federal Audit Report**, which will be submitted to the CSA within the required timeframe of 120 days from the end of the 12-month grant period. NOTE: Should an extension be needed, please provide in advance of the deadline a written justification that indicates reasons for the extension and the timeframe needed.

OR

☐ In conformance with Federal OMB Circular #A-133, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the grantee will provide a **Program Specific Final Audit Report** to the CSA within the required timeframe of 120 days from the end of the 6-month grant period.

PLEASE E-MAIL YOUR COMPLETED APPLICATION
BY DECEMBER 3, 2008

to
Connie.Lucero @cdcr.ca.gov

APPENDIX B – JABG PROGRAM PURPOSE AREAS

- 1) **Graduated sanctions:** Developing, implementing, and administering graduated sanctions for juvenile offenders.
- 2) **Corrections/detention facilities:** Building, expanding, renovating, or operating temporary or permanent juvenile corrections, detention or community corrections facilities.
- 3) **Court staffing and pretrial services:** Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening/assessment) for juvenile offenders to promote the effective, expeditious administration of the juvenile justice system.
- 4) **Prosecutors (staffing):** Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and backlogs reduced.
- 5) **Prosecutors (funding):** Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
- 6) **Training for law enforcement and court personnel:** Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime
- 7) **Juvenile gun courts:** Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders
- 8) **Juvenile drug courts:** Establishing drug court programs to provide continuing judicial supervision over juvenile offenders with substance abuse problems and to integrate administration of other sanctions and services for such offenders
- 9) **Juvenile records system:** Establishing and maintaining a system of juvenile records designed to promote public safety
- 10) **Information sharing:** Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
- 11) **Accountability:** Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
- 12) **Risk and needs assessment:** Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.
- 13) **School safety:** Establishing and maintaining accountability-based programs designed to enhance school safety.
- 14) **Restorative justice:** Establishing and maintaining restorative justice programs.
- 15) **Juvenile courts and probation:** Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
- 16) **Detention/corrections personnel:** Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel, to improve facility practices and programming.
- 17) **Reentry systems and programs:** Establishing, improving and coordinating pre-release and post-release systems and programs to facilitate the successful reentry of juvenile offenders from state and local custody into the community.

ATTACHMENT C – SAMPLE RESOLUTION

Applicants must submit a resolution from the governing body (City Council/Board of Supervisors, or Tribal Government) that includes, at a minimum, the language and assurances outlined in the following sample:

WHEREAS the *(insert name of applicant city/county/tribal government)* desires to receive and utilize federal grant funds available through the Juvenile Accountability Block Grants (JABG) Program administered by the Corrections Standards Authority (hereafter referred to as CSA).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* is authorized on behalf of the *(insert City Council/Board of Supervisors/tribal government)* to submit the JABG application and sign the Grant Agreement with the CSA, including any amendments thereof.

BE IT FURTHER RESOLVED that the *(city/county/tribal government)* agrees to provide all matching funds required for said project, and abide by the statutes and regulations governing the JABG Program as well as the terms and conditions of the Grant Agreement as set forth by the CSA.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that grant funds received will be encumbered by June 30, 2009 and liquidated by September 29, 2009, and no requests for extension will be submitted.

Passed, approved, and adopted by the *(insert City Council/Board of Supervisors/tribal government)* of *(insert name of city/county/tribal government)* in a meeting thereof held on *(insert date)* by the following:

Ayes:

Notes:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____